

Approved: August 5, 2024

TOWN OF WINCHENDON
JOINT MEETING BOARD OF SELECTMEN AND FINANCE COMMITTEE
THURSDAY, JULY 11, 2024
Town Hall, 109 Front Street, Winchendon, Mass.

WINCHENDON TOWN CLERK
RCUD AUG 12 2024 AM 11:49

Board of Selectmen Present:

Rick Ward, Chair
Andrew Beauvais, Vice-Chair
Audrey LaBrie
Erika Eitland
Melissa Blanchard arrived at 6:24pm

William McKinney, Town Manager
Debra Dennis, Executive Assistant

Finance Committee Present:

Thomas Kane, Chair
Dr. Maureen Ward, Vice-Chair
Doug Delay
James Reed
Anthony Dickson

List of Documents Presented at Meeting:

- FY24 End of the Year Budget Transfers
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6:00 PM Call meeting to order

Board of Selectmen Chair Ward called the meeting to order. Finance Committee Chair Thomas Kane called the Finance Committee to order. All rose for the Pledge of Allegiance. Chair Ward asked if anyone would be audio or video recording this meeting tonight to which there was no response heard.

1. **FY24 END OF THE YEAR BUDGET TRANSFERS:** Finance Committee Chair Kane said tonight we have the annual task to transfer funds from accounts that have a surplus to accounts that are over spent. The Town Manager has had an opportunity to state that the trending in the budget isn't a positive one.

Town Manager, William McKinney went over all the transfers below. He said the Town Accountant still needs to do some bookkeeping entries. He said at Town Meeting the budget is voted by department categories (payroll/expenses). He said we were informed in May that the SPED Transportation was over budget by \$126,800. There wasn't time to make any changes so met with the School Department who agreed to fund \$100,000 and the town will pick up the \$26,800. Finance Committee Member Maureen Ward questioned since the town funds this we should be managing it if allowed.

William McKinney said the overage in the Town Manager's Department and Collector Treasurer's office is due to buyout and also increase salary for the new Collector/Treasurer. In the snow and ice budget we underspent on overtime but was short on materials.

	Dept. Requesting	Account to be Transferred from	Account to be Transferred to	Amount	Reason
1	Town Manager	017102-591000 Debt Principal	010033-533002 SPED Transportation	\$26,800.00	Cover Shortfall

2	Town Manager	011232-572000 TM Out state travel	011222-530040 Selectmen Legal	\$1,600.00	Cover Shortfall
3	Town Manager	017102-591000 Debt Principal	011231-511010 TM Dept Head Salary	\$56,000.00	Cover Shortfall
4	Town Manager	019141-517110 Retiree Health Insurance	011451-511010 C/T Dept Head Salary	\$21,000.00	Cover Shortfall
5	Town Manager	019141-517110 Retiree Health Insurance	011512-530040 Legal Expenses	\$16,300.00	Cover Shortfall
6	Town Manager	019141-517110 Retiree Health Insurance	011562-524300 Hardware Support/Repair	\$9,200.00	Cover Shortfall
7	Town Manager	011232-572000 TM Out state travel	011592-534032 CC Print Warrant	\$2,200.00	Cover Shortfall
8	Town Manager	011232-572000 TM Out state travel	011921-511010 TH Bldg Super Salary	\$200.00	Cover Shortfall
9	Town Manager	01135006-597955 OPEB Study	012411-511010 Land Use Bldg Inspector	\$1,300.00	Cover Shortfall
10	Town Manager	011632-578063 Registrars Elections	015412-525000 COA Equipment Service	\$13,500.00	Cover Shortfall
11	Town Manager	019141-517110 Retiree Health Insurance	015432-577000 Veterans Benefits	\$15,400.00	Cover Shortfall
12	Town Manager	011232-572000 TM Out state travel	016102-521200 BML Fuel Oil	\$200.00	Cover Shortfall
13	Town Manager	011452-578000 Tax Title	01820032-532010 Charter School Tuition	\$5,200.00	Cover Shortfall
14	Town Manager	011232-572000 TM Out state travel	01840082-565000 Montachusett Reg Plan	\$100.00	Cover Shortfall
15	Town Manager	011711-511010 Conservation Agent	019121-517400 Workers Compensation	\$8,400.00	Cover Shortfall
16	Town Manager	017102-591000 Debt Principal	019131-517600 Unemployment Insurance	\$56,000.00	Cover Shortfall
17	Town Manager	011452-578000 Tax Title	019151-517300 Life Insurance	\$4,000.00	Cover Shortfall
18	Town Manager	017512-591500 Debt LT Int	019161-517500 Medicare	\$42,000.00	Cover Shortfall
19	Town Manager	017512-591500 Debt LT Int	019452-574000 Prop/Liab Insurance	\$18,600.00	Cover Shortfall
20	Fire Department	012312-544000 Ambulance Small Equipment	012201-513000 FD Overtime	\$10,000.00	Cover Shortfall
21	Fire Department	012202-585000 FD Equipment	012201-513000 FD Overtime	\$15,000.00	Cover Shortfall
22	Fire Department	012311-511028 Ambulance EMTs	012201-513000 FD Overtime	\$2,883.00	Cover Shortfall
23	Police Department	012151-511010 Dispatcher	012922-531000 Animal Control	\$1,800.00	Cover Shortfall
24	DPW	014211-511010 Highway Foreman	014222-548000 Highway Vehicle Fuel	\$700.00	Cover Shortfall
25	DPW	014211-511036 Highway Operators	014222-548000 Highway Vehicle Fuel	\$700.00	Cover Shortfall
26	DPW	014221-511000 Highway Fleet Maintenance	014222-548000 Highway Vehicle Fuel	\$282.43	Cover Shortfall
27	DPW	014211-511010 Highway Foreman	014222-548012 DPW Fire Veh Maint	\$4,625.49	Cover Shortfall
28	DPW	014201-511025 DPW Assistant Director	014222-548012 DPW Fire Veh Maint	\$6,000.00	Cover Shortfall
29	DPW	014211-511036 Highway Operators	014222-548012 DPW Fire Veh Maint	\$17,000.00	Cover Shortfall
30	DPW	014221-511000 Highway Fleet Maintenance	014222-548010 DPW Vehicle Maint	\$17,363.86	Cover Shortfall
31	DPW	014911-511034 Cemetery Laborer	014242-521000 Hwy street lights	\$6,317.35	Cover Shortfall
32	DPW	014911-511034 Cemetery Laborer	014222-548010 DPW Vehicle Maint	\$7,595.01	Cover Shortfall
33	DPW	014202-530000 Dam Inspections	014242-521000 Hwy street lights	\$2,803.22	Cover Shortfall
34	DPW	014202-530000 Dam Inspections	014222-548000 Highway Vehicle Fuel	\$12,196.78	Cover Shortfall

35	DPW	014231-513000 Snow and Ice Personnel	014232-553000 Snow and Ice Material	\$13,183.38	Cover Shortfall
36	Town Manager	011312-578032 Fin Com Snow reserve	014232-553000 Snow and Ice Material	\$95,000.00	Cover Shortfall
37	Town Manager	011312-578033 Fin Com reserve	014232-553000 Snow and Ice Material	\$35,000.00	Cover Shortfall
38	Town Manager	011922-545000 TH Custodial supplies	014232-553000 Snow and Ice Material	\$7,663.24	Cover Shortfall
				\$554, 113.76	

Finance Committee Member Doug Delay said the year to dates we have received as a committee are not up to date. He asked the Town Manager if he could give some information as to when the Committee will be looking at up to date figures. William McKinney said we had the new Treasurer/Collector start in March and we are trying to get things up to date. We had Donna come in to help out also. He said he couldn't give a date but knows it needs to be done so the auditors can finish.

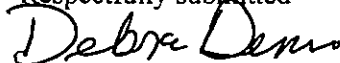
Finance Committee Member Maureen Ward moved to take from the general transfer sheet item #36 Finance Committee Snow Reserve \$95,000 to Snow and Ice Material and #37 Finance Committee Reserve \$35,000 to Snow and Ice Material. Finance Committee Member Doug Delay seconded. Vote: All aye.

Selectwoman LaBrie moved the Board approve the year end transfers submitted in the list tonight numbering 1-38. Selectman Beauvais seconded. Vote: All aye.

2. ADJOURNMENT: Selectwoman LaBrie moved to adjourn. Selectman Beauvais seconded. Vote: All aye.

The meeting was adjourned at 6:40pm.

Respectfully submitted



Debra Dennis
Executive Assistant